

VACANCY ANNOUNCEMENT NUMBER: 50/16

OPEN TO: All interested Candidates

POSITION: Project Management Specialist / Economic Growth - USAID

OPENING DATE: Friday, December 30, 2016

CLOSING DATE: Friday, January 13, 2017

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR):* FSN-11 TD 50,398 gross annual salary
(Position is graded at the full performance level of Grade: FSN-11)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Tunis is seeking eligible and qualified applicants for the position of Project Management Specialist (Economic Growth) with USAID.

BASIC FUNCTION OF POSITION:

The Economic Growth Program Specialist (EGPS) is a Tunisian Foreign Service National (FSN)] who will be an integral member of the United States Agency for International Development's (USAID) Tunisia Office (USAID/Tunisia). Working under the supervision of the Economic Growth Office Director, s/he will serve as an advisor, coordinator, technical lead and program manager on the full range of economic growth issues including private sector growth, public financial management, and economic analysis. The EGPS should have a general understanding of economic growth principles as well as experience and expertise related to the roles and technical fields outlined above and experience managing large programs/projects – in the tens of millions of dollars. Because the position will require close collaboration with other USAID technical and program offices in Tunisia and abroad, the EGPS should be a highly motivated individual, capable of working independently and as a part of bilateral and regional teams, and operating within a complex, fluid political environment. The EGPS will work with high-level officials in both the United States Government (USG) and the Government of Tunisia (GOT), in addition to private sector enterprises, business chambers, and other relevant stakeholders. USAID/Tunisia will rely upon the EGPS to establish and maintain strong networking

relations with the above mentioned key stakeholders, especially through their participation in working groups at post and outside on economic growth matters, as well as through engagement with the private sector.

The EGPS will assist USAID/Tunisia in achieving its vision to support economic growth in Tunisia. S/he will participate in the implementation of USAID's Country Development Cooperation Strategy (CDCS) and participate and/or lead the design of new activities. Finally, the incumbent will manage activities within the economic growth portfolio, monitoring technical assistance and capacity development efforts.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. QUALIFICATIONS:** Completion of a Bachelor's Degree, or Diplome d'Etudes Approfondies in General Management, Entrepreneurship, Family Business, other Business discipline, Public Administration, Economics or Finance required.
- 2. EXPERIENCE:** At least five (5) years of a combination of progressively responsible managerial and/or technical experience with at least four (4) years' working in the area of providing development assistance in two or more of the following areas: private business, private sector or small business development, public financial management, competitiveness, financial sector development, commercial legal reform, policy advocacy for business enabling environment/reform, value chain development, and workforce development. Project management experience required.
- 3. LANGUAGE:** Level IV (Fluent) speaking/reading/writing in English and Level III (Good working knowledge) French and Arabic required. (This will be tested).

4. KNOWLEDGE:

The EGPS should have broad technical knowledge of two or more of the following areas related to USAID Tunisia's CDCS: private sector development, business expansion, tax administration, and trade facilitation.

The incumbent will be required to have competency on cross-cultural work and gender in development. The EGPS must have a thorough knowledge of how USG or development partner's activities are designed, developed, implemented, modified, audited and evaluated.

- 5. SKILLS & ABILITIES:** Strong organizational skills and the ability to work independently with little supervision.

- Above average written and oral communication skills in order to represent USAID, speak publically and give presentations as well as develop original reports and other communication products for a variety of audiences and a variety of purposes.
- Excellent inter-personal skills and the ability to work in a team environment and across USAID offices and the U.S. government agencies.
- Ability to use critical thinking and innovation to solve problems as well as to develop new approaches.
- Ability to manage large, complex development assistance projects as well as work effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time.
- Ability to transfer technical EG knowledge into project designs, project reports, policy papers, etc. Ability to communicate EG recommendations to other sectors for improved programming.
- Ability to take strong meeting notes and document key points and decisions taken.
- Ability to provide occasional translation in meetings or workshops as necessary.
- Capacity to prepare technical documents in English with little editing and translate French and/or Arabic documents to English and vice versa.
- Ability to develop and maintain high-level contacts (GOT, donors, members of the private sector, civil society, local bodies) and productive working relationships with other counterparts.
- Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be found on our website at <http://tunisia.usembassy.gov/> or by contacting the Human Resources Office 71 107- 478/ 71 107 - 320.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

EVALUATION CRITERIA: (Points indicated are maximums assignable per rating category)

1. Experience:	25%
2. Language:	20%
3. Knowledge:	25%
4. Skills & Abilities:	30%
TOTAL:	100%

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinary Resident (OR) employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. The candidate must be able to obtain medical and security clearances.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. A U.S. style resume in English, not more than two pages long providing a work history back seven years;
3. A cover letter in English, not more than one page, outlining how your skills and experience meet the requirements for the position;
4. A copy of university certificates/transcripts, etc. and translations into English where appropriate; and
5. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Mailing Address:	Human Resources Office American Embassy Tunis Les Berges du Lac 1053 Tunis, Tunisia.
FAX Number:	71.107.080
E-mail Address:	<u>TunisApplicants@state.gov</u>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws